

## PRIVACY POLICY

Welcome to the Berk-Tek OASIS website [www.\[NAME OF WEBSITE\].com](http://www.[NAME OF WEBSITE].com) (the “Site”). Protecting your private information is our priority. This website privacy policy (the “Policy”) describes how Berk-Tek LLC (“We”, “we”, or “Berk-Tek”) may use and disclose personally identifiable information that we may collect about you through the Site (“Personal Information”). By using the Site, you consent to the data practices described in this Policy.

### **Collection of your Personal Information**

When you use or register with the Site, we may ask for certain Personal Information. The categories of Personal Information may include your name, contact information (email address, mailing address, and phone number), job title and [NTD: **Anything else?**]. We may gather additional Personal Information or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by Berk-Tek. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the Site, to maintain quality of the Site, and to provide statistics regarding use of the Site.

### **Use of your Personal Information**

Berk-Tek collects and uses your Personal Information to operate the Site and to administer the OASIS Program. You consent to the collection and use of your Personal Information by participating in the OASIS Program or by voluntarily submitting your information. By providing your email address, you consent to Berk-Tek contacting you by email.

Berk-Tek may also use your Personal Information to inform you of other products, services or programs available from Berk-Tek and its affiliates. Berk-Tek may also contact you via surveys to conduct research about your opinion of current products or programs or of potential new products or programs that may be offered.

Berk-Tek does not sell, rent, trade or lease to third parties any Personal Information relating to its Site visitors or registered users.

We may keep track of the websites and pages our users visit within Berk-Tek. This data may be used to deliver customized content and advertising to customers or OASIS partners whose behavior indicates that they are interested in a particular subject area.

### **Disclosures of your Personal Information**

Berk-Tek may disclose your Personal Information to third parties. The disclosure to third parties would occur in the following circumstances:

- We will disclose Personal Information to our business partners and affiliated companies where necessary and appropriate in connection with the operation and administration of the OASIS Program.
- We may disclose Personal Information to companies and individuals we employ to perform business functions and services on our behalf. Such functions may include, for example, hosting our web servers, analyzing data or providing legal, accounting and technical support services.
- We may disclose Personal information to the extent necessary or appropriate to government agencies, advisors, and other third parties in order to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to (a) comply with the law requiring such disclosure; (b) protect the rights or property of Berk-Tek or its affiliated companies; (c) prevent a crime or protect national security; or (d) protect the personal safety of the users of the Site or the public.

### **Use of Cookies**

The Site may use “cookies” to help personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to tell the web server that you have returned to a specific page. For example, if you personalize Site pages or register with the Site, a cookie helps Berk-Tek to recall your specific information on subsequent visits. This simplifies the process of recording your Personal Information, such as your name, address, company and so on. When you return to the Site, the information you previously provided can be retrieved, so you can easily use the Site features that you customized.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Site.

### **Security of your Personal Information**

Your Personal Information is treated as private, confidential information by Berk-Tek and we strive to ensure that your Personal Information is protected and kept secure from unauthorized access, use or disclosure at all times. Most methods of communication are not fully secure and security measures may create challenges to the efficient exchange of information. Email is often Berk-Tek’s preferred method of communication and unless you object we usually use unencrypted plain text emails when communicating with you.

### **Children Under Thirteen**

Berk-Tek does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

**Opt-Out & Unsubscribe**

We respect your privacy and give you the opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from Berk-Tek by contacting us here:

**Web page:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

You are also entitled to access your Personal Information stored at the Site through your personal profile page to make corrections if needed, object to its future use and request its deletion.

**Revisions to this Policy**

Berk-Tek will occasionally update this Policy. Berk-Tek encourages you to periodically review this Policy to be informed of any changes or updates.

**Contact Information**

This Policy is effective as of October 31, 2014. If you have any questions or comments about Berk-Tek’s website privacy policies or if you believe that Berk-Tek has not adhered to this Policy, please contact us at:

**Mailing Address**

Berk-Tek LLC  
132 White Oak Road  
New Holland, PA 17557

**Attn:**

**Email Address:**